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ABSTRACT

A survey was made of the dental departments in two hospitals, two public dental out-patient clinics, and seven private practicing dentists to identify the tasks performed by the dental assistant and evaluate the existing dental assistant curriculum in Detroit schools. Analysis of data revealed that many of the dental assistants learned their skills on the job and in many instances were used as receptionist, care taker, errand girl, or personal secretary rather than in dental activities. To the employers, performance of laboratory procedures was not considered appropriate for the assistant. The employers also rated eight assistant functions according to whether they should be taught in high school or on the job, and these ratings were used when evaluating the curriculum. Examinations of the existing curriculum resulted in recommendations for specifying program objectives, selection of students, course content, training facilities, clinical experience, and program evaluation. Survey data tables, a listing of equipment and supplies, and bibliography of reference books and films are appended. (SB)

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AN EXPLORATORY STUDY TO ANALYZE NEW
SKILL CONTENT IN SELECTED OCCUPATIONS
IN MICHIGAN AND THE MECHANISM FOR ITS
TRANSLATION INTO VOCATIONAL
EDUCATION CURRICULA

to

U. S. DEPARTMENT OF LABOR

SECTION REPORT

on

DENTAL ASSISTANT

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DENTAL ASSISTANT

INTRODUCTION

Auxiliary personnel have begun to play an important role in the traditional organization of a dental practice. A dental health team includes the chairside assistant, the dental laboratory technician, the dental hygienist, the secretary-receptionist, in addition to the dentist. The extent and manner in which these auxiliaries are utilized has been limited, however, and their potential is just now being explored. Rapid growth in demand for these workers is anticipated because of the public's growing awareness of the importance of regular dental care, their increasing ability to pay for it, and the expansion of public programs such as Medicare and Head Start, which extend dental care to the disadvantaged. The dental profession is faced with the necessity of providing dental services for an ever increasing percentage of the population, a considerable segment of which has not previously been treated in private offices. The slow increase in the supply of dentists in proportion to the demand is resulting in a greater use of auxiliary personnel. "Delegation of many routine tasks performed by dentists to auxiliary personnel is now regarded by the profession as one of the better means of increasing dental manpower and extending dental service to a greater number of people."⁽¹⁾ The American Dental Association reports that, for the year 1964, dental assistants were employed by more dentists (78 percent) than any other types of auxiliary personnel.⁽²⁾ The majority of such dentists employ only one dental assistant.⁽³⁾

(1) Policies and Guidelines for the Training of Dental Auxiliaries, American Dental Association, Council on Dental Education, August, 1966.

(2) The 1965 Survey of Dental Practice, American Dental Association, Chicago, Illinois, 1966.

(3) Ibid, p. 22.

Though most assistants work in private dental offices--either for individual dentists or for groups of dentists--some are employed in hospital dental departments, state and local health departments, or private clinics. The dental assistant may work at some or all of the following in the dental setting: operatory chairside assisting, reception and secretarial duties, and dental laboratory work.

The field investigation of the tasks performed by the dental assistant was undertaken so that the range of her duties could be identified and serve to evaluate the existing curriculum for the occupation in the Detroit public school system.

THE FIELD INVESTIGATION

Survey Coverage

The selection of establishments for survey of the dental assistant occupation was made with the assistance of the Director of the Dental Assistant program at the University of Detroit, who was able to identify those establishments among our initial survey list which would provide the variations in the responsibilities conferred upon dental assistants. The final sample consisted of the dental departments of two hospitals, one public, one private; two public dental out-patient clinics; and seven private practicing dentists. Information from two of the private practitioners was not included in the summary data. The work of the individuals in their employ as dental assistants entailed primarily receptionist duties and only very limited chairside assisting for which formalized training would not be practical.

Among the private dentists, practicing individually or in a group, the ratio of dental assistant to dentist is generally 1:1. In some dental practices where a dental hygienist is employed, a dental assistant may also be assigned to assist the hygienist. Among the hospital and out-patient clinics, specialization in the dental practice was found to be more prevalent. In this setting, more than one dental assistant may be assigned to the dentist and the assistant is more likely to specialize in one aspect of assisting.

General Analysis of Major Findings

Most dental assistants currently employed in the establishments surveyed learned their skills on the job. Only two of the dentists interviewed have had any experience with a "school-trained" dental assistant. Traditionally, the dentist has trained an assistant as his dental practice expanded and the need for chairside assistance increased. A number of dentists indicated an interest in recruiting future employees from the public school dental assistant program in which students will have been oriented to dental vocabulary, dental hardware, and dental office routine. Some apprehension was expressed, however, about the school program teaching the more technical aspects of chairside operatory and laboratory procedures which dentists feel are individualized. One practitioner stated, "Each dentist likes to do these things his way and the assistant had better be able to adapt to his way."

In many offices the individual identified as a dental assistant is used as receptionist, caretaker, errand girl, or personal secretary to a far greater extent than in activities related to dental procedures. It was suggested by one dentist that an assistant is utilized for a more effective and productive

practice if the dentist has been oriented to the use of auxiliaries during his own training. Training the dentist to effectively use full-time chairside assistants to work constantly with him as he performs many of the technical procedures involved in dental practice appears to be a growing trend in dental education. The term "four-handed dentistry" which refers to the hands of both the dentist and the full-time chairside assistant is often applied to this practice.

Nature of Entry-Level Qualifications

With only one exception, a minimum requirement of a high school education was expressed by each employer. In the exceptional case, traits such as willingness to work, punctuality, and dependability were considered more important than having a high school diploma.

Ability to meet people and be at ease with them, good command of language and ability to express herself clearly and pleasantly, are characteristics all employers look for in potential candidates for dental assisting positions. Neatness of appearance was almost always mentioned as an important criterion; another was good physical health. One employer noted that obesity in a dental assistant is inappropriate in dental office practice because of the tight working quarters at the chairside operator.

Least frequent of the entry-level qualifications mentioned were those related to specific job skills generally stated as "ability to work with her hands" or "some knowledge of record-keeping".

Analysis of Work Assignments

Form 1B-Job Analysis Interview Guide Summary (Appendix A) identifies the duties of the dental assistant. These tasks are classified under eight group headings which describe the major functions in which she may be involved:

1. Laboratory procedures
2. Sterilization
3. Radiology
4. Chairside Procedures
5. Care of operating room and laboratory equipment
6. General office--patient routine
7. Office management--records, files, and supplies
8. Office management--communication.

The analysis of each task is treated under four main headings which were interpreted to the employer as follows:

Desired	"Should a 'school-trained' dental assistant, at the entry level, know how to perform the task." (a) yes (b) no ('school-trained' meaning a graduate of a high school dental assistant program).
Actual	"Of those dental assistants which you have now or have had in the recent past in your employ, how many knew how to perform the task upon entry into the job?" (Since most dentists employ only one or two assistants, the time frame of reference was broadened to include the dentist's past experience with such personnel.)
Importance at entry-level	"How important is the performance of the task by the dental assistant at the entry level?" (a) little (b) moderate (c) great.
Frequency	"How often is the task performed by the entry-level dental assistant?" (a) daily (b) frequently (at least once a week) (c) sometimes (at least once a month or occasionally) (d) never.

Interpretation of Findings

Many dentists established priorities with respect to the emphasis that they felt should be given to the major functions of the dental assistant in a high school program for the occupation. It is evident from the Summary data that the performance of laboratory procedures is not generally considered appropriate for the dental assistant. The dentist usually prefers to do these himself, or he may employ a laboratory technician or contract with a dental laboratory for such work. On the other hand, proficiency by the assistant in the performance of General Office-Patient Routine and Office Management is very important. "Tactful handling of patients" is the primary concern of all the dentists.

The relative importance of each task which the dental assistant performs in fulfilling her major functions cannot be ascertained readily from the Summary data. If the task is "desired", the employer generally rated its importance as great. In the following discussion of each of the major functions, those tasks which employers would like to have stressed in a school curriculum and those which they feel could be taught more readily on-the-job will be identified.

Laboratory Procedures. Involvement of the dental assistant with laboratory procedures is more likely to be found in a hospital dental department or clinic than in a private dentist's office. Most assistants operate a mechanical mixer for amalgam alloys, but this procedure can be taught very readily on the job. This is also true for the operation of a heater for wax impressions. Amalgam dies are rarely used any longer but the assistant may be asked to make stone dies.

Sterilization. Proper sterilization of instruments, materials, and equipment in the dental office is one of the prime responsibilities of the dental assistant.

Radiology. The role of the dental assistant in the production of radiographs in the private office is increasing and may now include the entire procedure, from proper preparation of the patient for X-rays to the hanging of the film to dry. In the hospital and clinic setting, this function is usually assigned to an X-ray technician.

Chairside Procedures. The ability of the dental assistant to select the proper instrument according to the dentist's instructions and deftly hand it to him contributes in large measure to the efficiency with which a dental procedure can be performed. Identification of dental instruments and knowledge of the procedures for which they are used should be stressed during training, in addition to practice in proper handling of instruments. Other tasks which employers noted for extra emphasis were "prepare impression materials" and "adopt oral hygiene teaching methods to individual patients".

How to use tissue retractors can be taught quickly on-the-job and should not be of concern, therefore, to the school instructor. The use of gold foil for fillings is considered obsolete, having been replaced by other materials.

Application of emergency treatment for patients in shock, faint, or hemorrhaging is generally handled by the dentist; the assistant is expected to know that such situations can arise and what can be done. The dentist does not want to have to treat a "panicky" assistant.

Care of Operating Room and Laboratory Equipment. Housekeeping aspects of the job should not be ignored during the dental assistant's training. The assistant's awareness that the employer will expect her to keep the operatory and laboratory clean and neat may reduce the resistance to these tasks which dentists have encountered.

General Office-Patient Routine. Appropriate telephone technique and good reception room conduct can be determining factors in establishing and maintaining desired patient relations. The importance of stressing these two behaviors in the curriculum was mentioned by nearly all employers. Many dentists prefer to have the assistant handle financial questions and other patient problems to avoid tainting the professional nature of the service rendered. Tactful techniques for handling such situations should be learned in the classroom setting.

Office Management--Records, Files, and Supplies. Financial record-keeping is not generally the responsibility of the dental assistant; maintaining records and files pertaining to patient treatments, however, should be emphasized in the curriculum.

Office Management--Communication. The importance of good telephone techniques was reiterated in employers' discussion of the tasks in this section.

Desirable Areas of Instruction Not Identified in the Analysis

General

The practice of dentistry is governed by law, and the duties of those engaged in the practice are regulated. The dental assistant should be acquainted

with the Michigan Dental Law and know which duties are prohibited. She should understand the functions of other auxiliary dental personnel and her relation to them on the dental health team. She should be informed of the opportunities and conditions related to a career in dental assisting, including the prevailing rates of income for the occupation and the requirements for certification of a dental assistant. Familiarity with the ethics of the dental profession regarding disclosure of patients records, dental or financial, is essential for her proper functioning in a dental office environment.

Related Technical Material

For the dental assistant to perform in an intelligent manner many of the tasks identified in the Summary, she should be taught the basic essentials of dental anatomy and physiology with emphasis on their application to the oral structures and environment.

To understand the necessity for sterilization, the student should be oriented to the methods by which bacteria may produce disease, the transmission of disease, and the bacteriology of certain oral infections and conditions.

The dental assistant is required to carry out certain preparations for the treatment of periodontal diseases. Classroom discussions of oral pathology which cover reactions of tissues to injury, the various dental anomalies, and dental caries which the assistant will observe will help to make the performance of her task more meaningful.

Knowledge of the common drugs and medications used in the dental office, their dosage, methods of administration, and storage are needed by the dental

assistant for her to be able to give those appropriate pre- and post-operative instructions to patients which are related thereto.

A working knowledge of diet and nutrition as it applies to the oral cavity can be useful to the dental assistant who may instruct patients in effective methods of controlling dental caries.

EXAMINATION OF EXISTING CURRICULUM

A Dental Services Training Program was initiated at the 11th grade in two Detroit high schools in the fall of 1968. A dental hygienist was secured just prior to the opening of school to serve as the teacher for the one class in each school. There was no time for planning a curriculum or obtaining basic equipment and supplies. One obsolete dental chair and unit has since been donated to each school. The units are not fixed to the floor or attached to water and power supply. They are, in effect, nonfunctional except for recognition purposes. A non-operating X-ray unit was also donated to one school.

The Dental Services Training Program shares part of the equipment of the Health Services Training Program; i.e., two sinks, a demonstration table, and a few storage cabinets. The text, Effective Dental Assisting,¹ and the companion teacher and student manuals comprise the balance of the teacher's resources except for some visual aids and dental material that the teacher was able to acquire. A list of basic supplies and equipment that are needed for the program has been submitted to the Detroit Board of Education. No action has yet been taken on this request.

¹ Effective Dental Assisting, Schwartzrock and Schwartzrock, Wm. C. Brown, Publishers, 1967.

During this first year, classes were scheduled 10 hours a week (3rd and 4th periods, 5 days a week) in one school; in the other, 7 hours a week (8th period, 5 days a week; 9th period on 2 days). The one teacher commuted between schools.

At the beginning of the school year, the teacher tried to establish some minimum criterion (C average) for admittance into the program. This criterion was not adhered to, however, and any student who selected the program was enrolled; 18 in one school, 6 in the other. After having had one year's experience with them, the teacher has serious reservations about the ability of the majority of her students to absorb most of the material necessary to train a qualified dental assistant. The broad diversity in student interest and ability necessitated slowing down the pace of instruction. There was no formalized course outline for instructional purpose; generally, the sequence of the text was followed. In the course of the year, the following subject areas were covered in class: (1) orientation to dental personnel and patient relations, (2) business procedures, and (3) some elementary dental knowledge of nomenclature, anatomy of the head, identification of teeth and cavity classification, and oral pathology.

Prior to the close of the school year, the teacher tried to formulate some plan for continuation of the program into next year's 12th grade where it hopefully will become a cooperative program in which students will get practical experience in a dental office. A meeting was called with the Dental Services Training Advisory Committee to get help in securing dentists to cooperate in such a venture for next year. The Advisory Committee which had been formed at the beginning of the school year has met only twice since the inception of the program. Supplementary communication between the program instructor and the committee chairman has been minimal.

RECOMMENDATIONS FOR IMPROVEMENT OF THE DENTAL ASSISTANT
PROGRAM IN THE DETROIT PUBLIC SCHOOLS

Specifying Program Objectives

There are currently no stated objectives for the program in Dental Services training at the secondary level in the Detroit public schools. Without these, there is no sound basis for selecting appropriate course content, materials, or instructional methods. At the time of the initial investigation of the potential of such a program for the Detroit system, possible objectives of a program in Dental Services training at the secondary level were suggested as follows:⁽⁴⁾

- "a. To provide the individual student with a working knowledge and understanding which are necessary to better serve the dentist and his patients.
- b. To instill in the individual upon graduation the desire to seek certification and continuing education.
- c. To enable the student to communicate effectively.
- d. To inspire in the student an awareness of the future potential of his/her profession."

To this time, these objectives have not been formally adopted.

Without clearly defined goals, it is impossible to evaluate the program. If a goal of the program is to train the student to perform the duties of a dental assistant at the entry level in accordance with potential employers' expectations (Job Analysis Guide Summary), the following objectives should be considered:

(4) Report on Dental Services Training Program, a report prepared by the Supervisor, Health Services, Vocational Education. Detroit Public Schools, May 24, 1968.

- a. To provide the student with knowledge and skills in communications, office management, record keeping, and other business procedures.
- b. To provide the student with working skills in chairside operatory and laboratory procedures and a knowledge of dental theory adequate for understanding the significance of those procedures.
- c. To provide the student with knowledge of professional ethics and conduct and the skills of good public relations.

The teacher should set up a list of realistic goals for the curriculum and determine what level of competency can potentially be attained by the student in the designated time period allotted to the program. The facilities available for practical and manipulative experience are also relevant in determining goals. Demonstration arrangements may well serve for motivational or exploratory experience but real-life work situations are required to attain entry-level competencies.

Selection of Students

The selection of students who have the potential for successful performance of the duties of the dental assistant should be the responsibility of the school. Dental assisting requires human-relation skills which can be developed only if students have the necessary personal qualities. The technical competencies required can be achieved only if students have the aptitudes and the prerequisite educational foundation on which to build.

One employer interviewed in the survey, commenting on poorly planned training programs (with which he had some experience) bemoaned the foisting of students with inadequate basic education on employers, who then have to complete their training. This dentist advocated the establishment of a minimal standard of ability and interest on the part of the student which should be met for entrance into the dental assistant program.

A test battery to include interest, aptitude, and personality tests would be helpful in screening students. The Guidance Department of the Detroit public schools could determine and administer appropriate tests.

Course Content

Instruction in the training program should follow a planned curriculum, based on unit outlines. It should include lectures, discussions, demonstrations, supervised practice and practical clinic experiences, supplemented by audio-visual aids and reading assignments.

The text currently in use in the Detroit high schools includes subject matter related to all the major functions and tasks of the dental assistant which are identified in the Job Analysis Guide Summary. The selection and sequencing of the units of instruction will depend upon (a) specified objectives of the program (Recommendation 1), (b) level of ability of students selected (Recommendation 2), (c) amount of time allotted to the program, and (d) facilities that can be made available for clinical experience.

A schedule of 7-10 hours a week for the course appears to be insufficient for one instructor to cover, even minimally, all the major functions of dental assisting. Under such circumstances, the instructor could be used more effectively if her responsibility is limited to specialized instruction related to the technical aspects of the occupation while other faculty members integrate related academic subjects to the dental assistant program. For example, the teaching of proper telephone and reception room technique would not be inappropriate in a Business English course, in addition to written communication. The office management aspects of the occupation could be learned by the dental

assistant student in a course in Business Mathematics or Business Practice. If such arrangements are feasible, the dental assistant instructor then would be able to concentrate her efforts in her area of specialization. If not, more hours each week should be allowed for the dental assistant program to enable the instructor to cover all subject matter.

Training Facilities

Basic equipment for a dental assistant training facility should include:¹

- a. Dental operatory containing a functional dental unit and chair, an oral evacuator, an instrument cabinet (fixed or mobile), a complete set of dental instruments, and sterilizing equipment.
- b. Dental laboratory including laboratory benches with electric and gas outlets and bench lights, a casting machine and an inlay furnace, and a model trimmer located close to a sink.
- c. Supply storage room.
- d. X-ray room and darkroom.
- e. Classroom equipped with chalk board, projection screen and outlets for audio-visual equipment.

The results of the field investigation of work assignments of dental assistants in the Detroit area indicate that laboratory procedures generally are not being performed by assistants at the present time; hence, investment in equipment for the program should focus initially on that needed for teaching the other functions. An equipment and supplies list which can serve as a guide for selection can be found as Appendix B. Appendix C provides a listing of suggested reference books and films for use in dental assistant programs.

¹Organizing a Dental Assistant Training Program, Office of Education, Public Health Service, U.S. Department of Health, Education and Welfare, OE-84030, 1965.

Clinical Experience

Chairside assisting techniques are an essential part of the curriculum. Clinical experience in the practice of such techniques should be incorporated in the training program. If the school's facilities can be made adequate, there are no doubt public-minded practicing dentists who might be willing to participate in the clinical training of the students within the school. If not, public health dental clinics and hospitals should be investigated for clinical practice, as well as private dental offices recommended by the Advisory Committee. The clinical experience of the student should be carefully evaluated by the dental assistant instructor in terms of its correlation with instruction.

A suggestion was made by one of the members of the Advisory Committee that clinical experience for the student should be provided at the end of the first year of the program (perhaps also in the summer between the junior and senior years). Such experience could provide an opportunity for a second screening of the potential of the student for successful performance in the occupation--such screening this time would include the employer's evaluation as well.

Program Evaluation

The Dental Service Training Program Advisory Committee should be expanded to include more representation of the dental disciplines in the community. Advisory Committee members should be involved in evaluation of the program since they represent the opinions of employers whose requirements the program is intended to meet. Members should be invited to visit the schools more often, to assess program content and to advise on instructional materials and equipment.

The clinical experience of students should also provide an opportunity to assess the strengths and weaknesses of the training program. Follow-up studies on graduates should be an integral part of the evaluation process.

DENTAL ASSISTANT TRAINING PROGRAMS AT THE
HIGH SCHOOL LEVEL IN OTHER SCHOOL SYSTEMS

A cooperative dental assistant educational program has been in existence in the high school of a suburban community near Detroit since 1965. It has been a two-year course of study conducted in the junior and senior years. The 11th grade preparatory course [one hour per day (180 hour)] was designed to cover the occupational skills and knowledge related to dental assisting. Preclinical and clinical subjects were taught in a classroom, laboratory, and operator situation. A one hour per day (180 hour) course for students at the 12th grade level was designed to review and elaborate the preparatory year in conjunction with students' clinical experience under cooperative arrangements with private dentists and/or dental laboratories.

Most of the students who graduate from this high school are college-bound. Many of those who complete the dental assistant training program pursue further dental training at the college level.

Beginning in the 1969-70 school year, the dental assistant program at this high school will offer an expanded preparatory curriculum at the 11th grade. Clinical experience on a cooperative work arrangement will still be provided in the 12th grade, but the correlated instruction (two courses) will be given at a community college in the area which offers a para-dental program. College credit will be given for these courses.

A two-year (1600 hour) dental assistant program was introduced this past year in a vocational high school in Ohio which the Battelle investigator visited. Classes for dental assistant students were scheduled for 4-1/2 hours a day (3-hour laboratory, 1-1/2-hours related theory). During five weeks of the school year, students observed and practiced dental assisting (1-1/2 hours a day) in the Dental School of a nearby University, under the supervision of their high school instructor. Using the same text as is used in the Detroit schools, this instructor sequenced the units of instruction as follows:

Orientation (1 week)	Purpose and history of dentistry, American Dental Assistants Association Certification requirements, ethics and journals, overview of job content of the occupation.
Oral hygiene (1 week)	General hygiene and social etiquette.
Study habits (1 week)	How to use dictionary (prefix-suffix), clinical sciences, pre-clinical sciences, dental terminology.
Letter writing (1 week)	Styles, types of letters (thank you, letter of request, other business, supply order, collection).
Public relations and characteristics (1 week)	Psychology of human behavior.
General office operations (2 weeks)	Billing, record-keeping.
Tooth Anatomy (3 weeks)	Oral cavity, maxilla, mandible, surface of teeth, eruption dates, kinds of teeth.
Anatomy, head and neck (1 week)	Muscle, glands, bones, facial landmarks.
Blood supply and nerve supply (1 week)	Types of anesthetic.
Classification of teeth and cavities (1 week)	

Review (1 week)	Nerves, blood, nomenclature, oral cavity, salivary glands.
Appointment book (2 weeks)	How to keep appointment book, review bookkeeping.
Telephone procedure (2 weeks)	
Bacteriology (1 week)	
Sterilization (1 week)	
Dental mixes (1 week)	Zinc oxide, zinc phosphate, porcelain, amalgam.
Equipment (1 week)	Dental instruments and their care.
Chairside procedures (2 weeks)	Pass and receive, tray set-up, new patient, operator position, dental assistant and patient.
Records (1 week)	Clinical records, government records, disbursement records, review charting.
Review and Radiography (1 week)	Develop X-ray, mount X-ray.
Gold and gold alloy (1 week)	
Pour and trim models (1 week)	
Pathology and oral pathology (1 week)	
Review for clinical experience (1 week)	
Clinical experience (5 weeks)	Correlated classroom instruction plus first aid, surgical instrument, nutrition.

The program for the 12th grade is planned as a cooperative program with the student working in a private dental office for three hours a day and attending class for 1-1/2 hours for more intensive instruction.

APPENDIX A

DENTAL ASSISTANT

DENTAL ASSISTANT

PROCEDURES	Desired		Actual					Importance			Frequency			
	Yes	No	None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great	Never
LABORATORY PROCEDURES														
1. Mix plaster, stone, investment with aid of vibrator	3	6	2				1		1	2			3	
2. Pour plaster, stone, or investment with use of vacuum equipment		6												
3. Pour casts, models, or dies	3	5	2				1	1		2			3	
4. Use model trimmer in preparation of casts or models	1	8					1			1			1	
5. Mount on articulator casts for prosthodontics, crown, bridge	2	7	2						1	1			1	
6. Sprue/invest wax pattern	2	7	1			1			1	1			1	
7. Cut off a sprue, pickle gold casting	2	7	1			1			1	1			1	
8. Polish casting	1	8			1			1						1
9. Operate a mechanical mixer for amalgam alloys	6	3	3		1	1	1	4		2			5	1
10. Operate a compound heater	4	5	2		1		1	1		3			3	1
11. Operate a heater for various impression materials	4	5	2	1			1	1		3			3	1
12. Operate commonly used blow torches for casting procedures	1	8			1				1					1
13. Use laboratory motors for polishing dentures	2	7		1	1				1	1			1	
14. Use laboratory bench engine for polishing inlays or bridges	1	8			1				1					1

Comments (Including Near Future Changes):

PROCEDURES	Desired		Actual				Importance				Frequency						
							For										
	Yes	No	None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great	Daily	Frequently	Sometimes	Never
LABORATORY PROCEDURES (Cont'd.)																	
15. Clean old prosthesis prior to reinsertion	3	6	2		1				1	2				2		1	
16. Polish ground porcelain	1	8		1					1							1	
17. Make and adapt base plates	2	7	1					1		1				1	1		
18. Prepare wax rims on prosthetic casts	1	8						1		1				1			
19. Mark mode-crest of the alveolar ridge	1	8		1						1						1	
20. Remove facings from bridges	2	7	1	1						1				1			
21. Make amalgam dies		9															
22. Make stone dies	4	5	3						1	3				3	1		
23. Separate, trim, and notch dies	1	8		1					1							1	
24. Use spot welder for making of matrix bands	1	8		1						1						1	
STERILIZATION																	
25. Operate all types of sterilizers	9		3	4		1	1	3		6				.9			
26. Prepare dressings and items used for sterilization	9		3	4		1	1			1	8			9			

Comments (Including Near Future Changes):

	Desired	Actual	Importance				For Promotion				Frequency		
	Yes	No	None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great
STERILIZATION (Cont'd.)													
27. Sterilize dental instruments/eqpt. parts which contact patient	9		4	3		1	1	1		8			9
RADIOLOGY													
28. Take safety precautions for operator, patient, and others	8	1	6			1	1		1	7			8
29. Test radiographic machine for accurate function	6	3	5				1		1	5			6
30. Expose radiographs	7	2	6				1		1	6			7
31. Process dental radiographs in developing room	8	1	5	2			1		1	7			8
32. Mount radiographs properly	8	1	5	2			1	1		7			8
33. Care of unexposed films, storage of exposed films	8	1	5	1	1		1		1	7			8
34. Clean and perform preventive maintenance on radiographic equipment	6	3	4	1			1			6			5 1
35. File dental radiograph systematically	8	1	5	1		1	1		1	7			8
CHAIRSIDE PROCEDURES													
36. Seat patient comfortably, adjust headrest, chair, and light	9		5	1		2	1		1	8			9
37. Apply accepted principles of motivating patients, including children	9		5	1	1	1	1		1	8			9

Comments (Including Near Future Changes):

PROCEDURES	Desired		Actual				Entry Level		Importance			Frequency		
	Yes	No	None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great	Never
HAIRSIDE PROCEDURES (Cont'd.)														
38. Prepare patient for operative procedure	9		6	1		1	1			9			9	
39. Prepare rubber dam, assist dentist in placing it on appropriate teeth	7	2	4	2			1			7			7	
40. Record findings from mouth examination made and reported by dentist	8	1	5	1	1		1			8			8	
41. Select and prepare instruments per dentist's instructions	9		6	1		1	1			9			9	
42. Employ water and air properly to maintain clear operating field	9		6	1	1		1			9			9	
43. Prepare sterile syringe for local anesthetic injection	9		6	1		1	1			9			9	
44. Mix plastic filling material as required	8	1	5	1	1		1			8			8	
45. Prepare mixtures of zinc oxide/phosphate cement, zinc oxide/eugenol, and other common cements	9		6	1		1	1			9			9	
46. Proportion mercury and alloy, triturate; prepare amalgam alloy filling material	8	1	5	2			1			8			8	
47. Prepare mixtures of silicate cement or acrylic	8	1	5	1	1		1			8			8	
48. Prepare impression materials	8	1	5	1		1	1			8			8	
49. Prepare gold foil in preparation for insertion into cavity	2	7	2					2					1	1
50. Employ saliva ejectors, with or without use of rubber dam	8	1	5	1			2		1	7			8	

Comments (Including Near Future Changes):

PROCEDURES	Desired		Actual					Importance			For Promotion				Frequency		
	Yes	No	None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great	Daily	Frequently	Sometimes	Never
CHAIRSIDE PROCEDURES (Cont'd.)																	
51. Operate an aspirator	9		7			1	1		1	8				9			
52. Operate a vacucent	8	1	6			1	1		1	7				8			
53. Prepare sponges for various uses	9		6	1		1	1		1	8				9			
54. Prepare various dressings for post-operative periodontal surgery	9		6	2			1		1	8				6	1	2	
55. Use tissue retractors	8	1	5	1		1	1			8				7		1	
57. Assist in the operation of pulp-testing machine	6	3	4	1		1			2	4				2	2	2	
58. Adapt oral hygiene teaching methods to individual patients	6	3	4	1		1				6				6			
59. Apply appropriate emergency treatment for patients in shock, faint, hemorrhaging	9		6	1	1	1		1		8					1	7	1
CARE OF OPERATING ROOM AND LABORATORY EQUIPMENT																	
60. Operate dental unit and chair	9		6	1		1	1			9				9			
61. Clean and lubricate parts of dental engine and dental unit	9		6	2			1			9				7	2		
62. Change a dental engine belt	7	2	5	1			1			7				5	1	1	
63. Disassemble, clean, and assemble handpieces	9		6	2			1			9				8	1		
64. Clean, sterilize, and replace all instruments commonly used	9		6	1		1	1			9				9			

Comments (Including Near Future Changes):

	Importance																	
	Desired		Actual					Entry Level			For Promotion			Frequency				
								Little	Moderate	Great	Little	Moderate	Great	Daily	Frequently	Sometimes	Never	
PROCEDURES																		
CARE OF OPERATING ROOM AND LABORATORY EQUIPMENT (Cont'd.)																		
65. Clean and maintain diamond and carbide burs	9		6	1		1	1				9			9				
66. Clean and maintain sterilizing equipment	9		6	1		1	1				9			9				
67. Keep operating room clean and neat	9		6	1		1	1				9			9				
68. Keep laboratory clean and neat	7	2	5			1	1				7					7		
69. Care for repairs of all types of equipment, when needed	9		6	1	1		1				9					4	2	3
GENERAL OFFICE - PATIENT ROUTINE																		
70. Meet, greet, and introduce patients and others who visit the office	9		4	3		1	1				9					9		
71. Receive and dismiss patients properly	9		5	2		1	1				9					9		
72. Adjust appointments when necessary	8	1	6	1			1				8					7	1	
73. Handle tactfully financial questions or problems raised by patients	6	3	5	1							6					6		
74. Give appropriate pre- and post-operative instructions to patients	8	1	6	1			1				8					8		
75. Handle all telephone calls appropriately	9		5	2		1	1				9					9		

Comments (Including Near Future Changes):

PROCEDURES	Importance																	
	Desired		Actual					Entry Level			For Promotion			Frequency				
			None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great	Daily	Frequently	Sometimes	Never	
OFFICE MANAGEMENT - RECORDS, FILES, AND SUPPLIES																		
76. Process records in filing system	9		5	2		1	1				1	8				9		
77. Process efficient appointment and recall system for patients and others	8	1	5	1		1	1				1	7				7	1	
78. Make appointments by telephone	8	1	5	1			2					8				8		
79. Maintain an appointment book	8	1	5	1			2					8				8		
80. Maintain daily list of patients for doctor's use	8	1	5	1			2	1				7				8		
81. Use recall list for filling cancellations	6	3	5	1								6				6		
82. Prepare "Thank you" notes for referral	5	4	5								1	4				4		1
83. Keep general and private office space neat and clean	8	1	6	1		1						8				8		
84. Keep patient's record card file	9		6	1			2					9				9		
85. Keep financial records	3	6	3									3				3		
86. Verify credit references	2	7	2									2				2		
87. Make bank deposits and draw checks on banks	3	6	3									3				2	1	
88. Reconcile bank statements	3	6	3									3				2		1

Comments (Including Near Future Changes):

	Importance																
	Desired		Actual					Entry Level				For Promotion			Frequency		
			None	Few	Half	Most	All	Little	Moderate	Great	Little	Moderate	Great	Daily	Frequently	Sometimes	Never
PROCEDURES																	
OFFICE MANAGEMENT - RECORDS, FILES, AND SUPPLIES (Cont'd.)																	
89. Process "Bank Plan" or comparable systems per dentist-patient agreement	3	6	3										3		3		
90. Keep books relating to patient accounts-supply misc. firms accounts	4	5	4										4		4		
91. Make out employment, Social Security, and withholding tax reports	2	7	2										2		2		
92. Maintain a system of minimum and maximum supply needs for office	7	2	4	2			1						7		5	2	
93. Order supplies according to standard business procedure	8	1	5	1		1	1	1					7		2	6	
OFFICE MANAGEMENT - COMMUNICATION																	
94. Write an ordinary business letter in acceptable form	7	2	4	2	1					2	5				3	2	2
95. Use typewriter with accuracy at minimal rate	6	3	5	5	1					1	5				4	1	1
96. Speak pleasantly-distinctly in ordinary conversation/telephone	9		5	2			2				9				9		
97. Use courtesy and tact when answering telephone	9		5	2			2				9				9		
98. Telephone patients regarding delinquent accounts	4	5	4								4				4		

Comments (Including Near Future Changes):

APPENDIX B

EQUIPMENT AND SUPPLIES FOR DENTAL ASSISTING PROGRAM

Equipment and Supplies For Dental Assisting Program¹

Demonstration Operatories

Group I—Fixed Equipment

Item no.	Item	Approximate retail price	Number required	Total cost
1	Dental chair:			
	A. Foot operated.....	\$900. 00		
	B. Power chair.....	1,325. 00		
	C. Power chair (lounge-type).....	1,700. 00		
2	Dental unit:			
	A. Conventional, with air turbine and air/water combination 110 v., 60 cycles, a.c.....	2,000. 00		
	B. Cabinet, mounted unit with airoter handpieces. Cabinet, 36" x 19" x 17" (may be fixed or mobile)	1,525. 00		
3	Cabinet, dental instrument (see under Group II, Movable Equipment)			
4	Cabinet, sink, and accessories: (For operatories).			
	A. Cabinet-modular, 36" x 24" x 18" with waste drop and receptacle, and/or towel drop and receptacle.....	140. 00		
	B. Sink for above cabinet, stainless steel 12" x 18" x 6" complete with mounting rim, strainer, and stopper.....	40. 00		
	C. Gooseneck spout for above sink with aerator.....	12. 00		
	D. Foot control valve, floor mounted.....	48. 00		
5	Light, dental operating:			
	A. Unit mounted.....	250. 00		
	B. Ceiling mounted.....	365. 00		
6	Dispenser:			
	Soap.....	3. 00		
	Paper towel.....	5. 00		
	Paper cup.....	2. 50		

¹ This equipment and supplies list is intended to serve as a guide and a worksheet in estimating costs. Group I includes fixed equipment, and Group II includes movable equipment. The instruments and supplies listed are standard items common to most dental offices. The prices

indicated are average costs, and will vary according to zone and manufacturer. The number required depends upon the number of students, and a column is provided to make this determination and also to extend the total cost.

Demonstration Operatories—Continued

Group II—Movable Equipment

Item no	Item	Approximate retail price	Number required	Total cost
7	Cabinet, mobile (with cord reel), for oral evacuation equipment, 36" x 18" x 17"-----	\$175. 00		
8	Oral evacuator for above cabinet-----	185. 00		
9	Cabinet, dental, mobile-modular type, 36" x 18" x 17", with sliding surgical compartment treatment tray insert with 8 stainless steel trays. (May be fixed if desired.)-----	360. 00		
10	Cabinet, dental instrument, mobile, 36" x 18" x 17", complete with accessories-----	250. 00		
11	Autoclave, bench type-----	440. 00		
12	Handpiece, straight dental, round nose, high speed, No. 10-----	85. 00		
13	Handpiece, contra-angle FF-N with double air/water spray, permanently attached-----	50. 00		
14	Handpiece, contra-angle, long sleeve, amalgam condensing "Amal-Pac," complete set, for No. 10 handpiece-----	32. 00		
15	Handpiece, prophylaxis, contra-angle D, with long sleeve for No. 10 handpiece-----	18. 00		
16	Amalgamator, dental, 110 v., 60 cycles, a.c-----	75. 00		
17	Sterilizer, oil-----	45. 00		
18	Stool, operating, posture-chair type-----	275. 00		
19	Receptacle, waste-----	10. 00		
20	Mat, floor rubber-----	20. 00		

Laboratory

Group I—Fixed Equipment

21	Casting machine (centrifugal)-----	\$85. 00		
22	Casting machine (electric)-----	425. 00		
23	Model trimmer-----	100. 00		
24	Lathe, dental laboratory, 115 v., 60 cycles, 2-speed complete with bur chuck, 1 RH stone chuck, 1 LH regular stone chuck, 1 RH spiral chuck and 1 LH regular spiral chuck-----	65. 00		
25	Light, laboratory bench-----	12. 00		
26	Bunsen burner-----	2. 00		

Group II—Movable Equipment

27	Chairs, typists', posture-type, nontilting, fixed back-----	\$15. 00		
28	Investor, vacuum, with accessories-----	225. 00		
29	Torch, welding-----	10. 00		
30	Bath, water, thermostatically controlled 110 v., 60 cycle, a.c-----	83. 00		
31	Inlay furnace-----	95. 00		
32	Dental engine, bench-type, 110 v., 60 cycle, a.c-----	360. 00		
33	Handpiece, straight dental, round nose, No. 10-----	85. 00		
34	Dust collector-----	55. 00		
35	Vibrator, dental model, 110 v., 60 cycles, a.c-----	20. 00		
36	Soldering block-----	3. 00		

X-Ray Room

Group I—Fixed Equipment

Item no.	Item	Approximate retail price	Number required	Total cost
37	X-ray, stationary-type, (90 kv.) 110 v., 60 cycles, a.c. (separate control).....	\$1,600. 00		
38	Chair, dental:			
	A. Foot operated.....	900. 00		
	B. Power chair (conventional headrest).....	1,325. 00		
39	Dispenser, dental X-ray film.....	15. 00		
40	Receptacle, dental X-ray film.....	7. 00		
41	Dispenser, paper towel.....	5. 00		
42	Sink, stainless steel, 12" x 18" x 6", complete with mounting rim, strainer, and stopper.....	40. 00		
43	Gooseneck spout.....	12. 00		
44	Foot control valves, floor mounted.....	48. 00		

Group II—Movable Equipment

45	Cabinet, dental operating.....	\$180. 00		
46	Illuminator, X-ray film.....	25. 00		
47	Apron, X-ray protective.....	25. 00		
48	Extension cone, X-ray, 16" unit.....	26. 00		

Darkroom

Group I—Fixed Equipment

49	Tank, processing dental X-ray film, 5 gallon, complete.....	\$120. 00		
50	Safelight, darkroom radiographic, adjustable with 5½" diameter filter.....	15. 00		
51	Dental viewer, recessed.....	25. 00		
52	Sink, stainless steel.....	36. 00		
53	Gooseneck spout.....	12. 00		

Group II—Movable Equipment

54	Drier, dental film.....	\$25. 00		
55	Hanger, X-ray film processing, dental.....	1. 00		
56	Timer, interval, mechanical.....	3. 00		

Classroom, Office, and Reception Room

57	Appropriate classroom, office, and reception room equipment.	School prices		
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Small Dental Equipment

58	Blowtorch, alcohol.....	\$13. 00		
59	Book, appointment.....	2. 00		
60	Bowl, plaster, No. 2, medium.....	1. 00		
61	Bowl, plaster, No. 3, small.....	. 80		
62	Broach, root canal, coarse, 12's.....	1. 50		
63	Broach, root canal, extra fine, 12's.....	1. 50		
64	Broach, root canal, fine, 12's.....	1. 50		
65	Bur, angle-handpiece, No. 1½, 6's.....	. 70		
66	Bur, angle-handpiece, No. 2, 6's.....	. 70		
67	Bur, angle-handpiece, No. 4, 6's.....	. 70		
68	Bur, angle-handpiece, No. 4, short-neck, 6's.....	. 70		
69	Bur, angle-handpiece, No. 33½, 6's.....	. 70		
70	Bur, angle-handpiece, No. 35, 6's.....	. 70		
71	Bur, angle-handpiece, No. 35, short-neck, 6's.....	. 70		
72	Bur, angle-handpiece, No. 37, 6's.....	. 70		

Small Dental Equipment—Continued

Item no.	Item	Approximate retail price	Number required	Total cost
73	Bur, angle-handpiece, No. 39, 6's.....	\$0.70		
74	Bur, angle-handpiece, No. 557, 6's.....	.70		
75	Bur, angle-handpiece, No. 558, 6's.....	.80		
76	Bur, angle-handpiece, No. 558, short-neck, 6's.....	.80		
77	Bur, angle-handpiece, No. 559, 6's.....	.80		
78	Bur, angle-handpiece, No. 560, 6's.....	.80		
79	Bur, angle-handpiece, No. 700, 6's.....	.80		
80	Bur, angle-handpiece, No. 702, 6's.....	.80		
81	Bur, dental, excavating, angle-handpiece, No. 4, tungsten carbide.....	1.40		
82	Bur, dental, excavating, angle-handpiece, No. 35, tungsten carbide.....	1.40		
83	Bur, dental, excavating, angle-handpiece, No. 37 tungsten carbide.....	1.40		
84	Bur, dental, excavating, angle-handpiece, No. 39, tungsten carbide.....	1.40		
85	Bur, dental, excavating, angle-handpiece, No. 558, tungsten carbide.....	2.00		
86	Bur, dental, excavating, angle-handpiece, No. 559, tungsten carbide.....	2.00		
87	Bur, dental, excavating, angle-handpiece, No. 560, tungsten carbide.....	2.00		
88	Bur, dental, excavating, angle-handpiece, No. 701, tungsten carbide.....	2.00		
89	Bur, dental, excavating, angle-handpiece, No. 702, tungsten carbide.....	2.00		
90	Bur, denture, trimming, straight handpiece, No. 1, 6's.....	.70		
91	Bur, straight handpiece, No. 1/2, 6's.....	.70		
92	Bur, straight handpiece, No. 2, 6's.....	.70		
93	Bur, straight handpiece, No. 4, 6's.....	.70		
94	Bur, straight handpiece, No. 6, 6's.....	.70		
95	Bur, straight handpiece, No. 8, 6's.....	.70		
96	Bur, straight handpiece, No. 33 1/2, 6's.....	.70		
97	Bur, straight handpiece, No. 35, 6's.....	.70		
98	Bur, straight handpiece, No. 37, 6's.....	.80		
99	Bur, straight handpiece, No. 557, 6's.....	.80		
100	Bur, straight handpiece, No. 558, 6's.....	.80		
101	Bur, straight handpiece, No. 559, 6's.....	.80		
102	Bur, straight handpiece, No. 700, 6's.....	.80		
103	Bur, straight handpiece, No. 701, 6's.....	.80		
104	Bur, straight handpiece, No. 702, 6's.....	.80		
105	Bur, surgery, angle-handpiece, Henahan, No. 41, 6's.....	2.50		
106	Bur, surgery, straight handpiece, Henahan, No. 41, 6's.....	2.50		
107	Caliper, Vernier, boley gage.....	4.00		
108	Dish, medicament, dappen.....	.50		
109	Dispenser, absorbent cotton.....	3.00		
110	Dispenser, alloy-mercury.....	12.50		
111	File, half round, 6 inches.....	2.00		
112	File, root canal, assorted, 1 1/4 inch, set of 6.....	1.50		
113	Handle, mouth mirror.....	.80		
114	Holder, broach.....	1.00		
115	Holder, cotton roll.....	6.00		
116	Holder, napkin.....	1.00		
117	Impression tray, crown and bridge, No. 87.....	.50		
118	Impression tray, edentulous, lower, No. 51.....	1.00		
119	Impression tray, edentulous, lower, No. 53.....	1.00		
120	Impression tray, edentulous, lower, No. 56.....	1.00		
121	Impression tray, edentulous, upper, No. 41.....	1.00		
122	Impression tray, edentulous, upper, No. 43.....	1.00		
123	Impression tray, edentulous, upper, No. 45.....	1.00		
124	Impression tray, hydrocolloid, lower, large, perforated, No. 618.....	2.00		
125	Impression tray, hydrocolloid, lower, medium, perforated, No. 622.....	2.00		
126	Impression tray, hydrocolloid, lower, small, perforated, No. 624.....	2.00		
127	Impression tray, hydrocolloid, upper, large, perforated, No. 601.....	2.00		
128	Impression tray, hydrocolloid, upper, medium, perforated, No. 605.....	2.00		

Small Dental Equipment—Continued

Item no.	Item	Approximate retail price	Number required	Total cost
129	Impression tray, hydrocolloid, upper, small, perforated, No. 607.....	\$2. 00		
130	Instrument, diamond, mounted, angle-handpiece, cylindrical, $\frac{1}{8}$ x $\frac{1}{4}$ inches (Star Dental No. 25X, RA).....	6. 50		
131	Instrument, diamond, mounted, angle-handpiece, inverted cone, $\frac{1}{8}$ x $\frac{1}{8}$ inches (Star Dental No. 7, RA).....	6. 50		
132	Instrument, diamond, mounted, angle-handpiece, inverted cone, $\frac{1}{8}$ x $\frac{1}{8}$ x $\frac{1}{8}$ inches (Star Dental No. 7X, RA).....	6. 50		
133	Instrument, diamond, mounted, angle-handpiece, tapered cone, $\frac{1}{8}$ x $\frac{1}{8}$ x $\frac{1}{4}$ inches (Star Dental No. 1X, RA).....	6. 50		
134	Instrument, diamond, mounted, angle-handpiece, $\frac{1}{4}$ x $\frac{1}{2}$ inches (Star Dental 35, RA).....	6. 50		
135	Instrument, diamond, mounted, angle-handpiece, $\frac{1}{8}$ x $\frac{1}{4}$ inches (Star Dental 36, RA).....	6. 50		
136	Instrument, diamond, mounted, straight, handpiece, cylindrical, $\frac{1}{8}$ x $\frac{1}{4}$ inches (Star Dental 25X, HP).....	6. 50		
137	Instrument, diamond, mounted, straight handpiece, inverted cone, $\frac{1}{8}$ x $\frac{1}{8}$ x $\frac{1}{4}$ inches (Star Dental 7, HP).....	6. 50		
138	Instrument, diamond, mounted, straight handpiece, tapered cone, $\frac{1}{8}$ x $\frac{1}{8}$ x $\frac{1}{4}$ inches (Star Dental 1X, HP).....	6. 50		
139	Instrument, diamond, mounted, straight handpiece, $\frac{1}{4}$ x $\frac{1}{2}$ inches (Star Dental 35, HP).....	6. 50		
140	Knife, compound, dental.....	1. 00		
141	Mallet, plugging.....	3. 50		
142	Mandrel, angle-handpiece, screwhead, 6's.....	1. 50		
143	Mandrel, straight handpiece, Morgan, Maxfield, 6's.....	3. 50		
144	Mandrel, straight, handpiece, screwhead 6's.....	1. 50		
145	Mirror, mouth, plain glass.....	. 50		
146	Mixing slab, glass, 3x6 inches.....	2. 00		
147	Mortar and pestle.....	2. 00		
148	Mouthpiece, saliva ejector.....	2. 50		
149	Pliers, No. 200, aderer, 3 prong.....	8. 50		
150	Pliers, No. 134, clasp bending.....	10. 50		
151	Pliers, No. 102, cone socket.....	8. 50		
152	Pliers, No. 111, How.....	9. 00		
153	Pliers, No. 137, contouring.....	8. 50		
154	Pliers, wire nippers.....	4. 00		
155	Reamer set, root canal, set of 6.....	2. 50		
156	Retainer, matrix, No. 1.....	11. 00		
157	Retainer, matrix, No. 9.....	12. 00		
158	Retainer, matrix, Tofflemire, contra-angle, adult.....	17. 50		
159	Retainer, matrix, Tofflemire, contra-angle, junior.....	15. 00		
160	Scissors, collar and crown, $4\frac{1}{2}$ inches universal.....	3. 50		
161	Shears, metal cutting, straight $7\frac{1}{4}$ inches.....	3. 00		
162	Spatula, dental, cement, No. 324.....	2. 50		
163	Spatula, dental, No. 2, chrome-cobalt.....	5. 50		
164	Spatula, dental, plaster.....	1. 50		
165	Spatula, dental, wax, No. 7.....	2. 00		
166	Spatula, dental, wax, No. 31.....	3. 50		
167	Stone, sharpening, dental instruments.....	15. 00		
168	Syringe, irrigating, Moffat.....	2. 50		

Dental Instruments
(Cutting, Plastic, etc.)

169	Black (cleoid-discoid), No. 88-92.....	\$3. 00		
170	Burnisher, No. 27-29, see also carver P.F.I., No. 21.....	3. 00		
171	Carrier, amalgam.....	3. 50		
172	Carver, Hollenbach, No. 3.....	3. 00		
173	Carver, Roach, D.E.....	4. 00		
174	Carver, Wall, No. 3.....	3. 00		
175	Carver, Ward, No. 1.....	3. 00		
176	Chisel, No. 4S-4SS.....	3. 00		
177	Chisel, bin-angle, Black, No. 81-82.....	3. 00		
178	Chisel, Weidelstadt, No. 41-42.....	3. 00		
179	Chisel, Weidelstadt, No. 43-44.....	3. 00		
180	Enamel hatchet, Black, No. 49-50.....	3. 00		
181	Enamel hatchet, Black, No. 51-52.....	3. 00		
182	Excavator, No. 11.....	2. 00		

Dental Instruments—Continued (Cutting, Plastic, etc.)

Item no.	Item	Approximate retail price	Number required	Total cost
183	Excavator, No. 16.....	\$2. 50		
184	Excavator, No. 17.....	2. 50		
185	Excavator, No. 18.....	2. 50		
186	Excavator, Darby-Perry, No. 5-6.....	3. 00		
187	Excavator, Darby-Perry, No. 21-22.....	3. 00		
188	Explorer, No. 5, D.E. (No. 17-23).....	1. 50		
189	Explorer, No. 17.....	1. 00		
190	Explorer, No. 23.....	1. 00		
191	File, periodontal, Bunting, No. 15-16.....	4. 00		
192	Forceps, dressing, No. 17.....	1. 50		
193	Gingival marginal trimmer, Black, No. 77-78.....	3. 00		
194	Gingival marginal trimmer, Black, No. 79-80.....	3. 00		
195	Needle, hypodermic, cartridge-type, 25 gauge, 1½ inch, 12's.....	2. 50		
196	Needle, hypodermic, cartridge-type, 26-27 gauge, 1½ inch, 12's.....	4. 00		
197	Plastic filling instrument, Stellite, No. 1-2.....	4. 00		
198	Plastic filling instrument, Woodson No. 1, D.E.....	3. 00		
199	Plastic filling instrument, Woodson No. 2, D.E.....	3. 00		
200	Plastic filling instrument, Woodson No. 3, D.E.....	3. 00		
201	Plugger, amalgam, Black, No. 1-2.....	3. 00		
202	Plugger, amalgam, Black, No. 2-3.....	3. 00		
203	Plugger, amalgam, Black, No. 4-5.....	3. 00		
204	Plugger, amalgam, Marquette.....	3. 50		
205	Plugger, amalgam, Smith.....	3. 00		
206	Plugger, root canal, No. 1.....	2. 00		
207	Plugger, root canal, No. 3.....	2. 00		
208	Plugger, root canal, No. 5.....	2. 00		
209	Plugger, root canal, No. 7.....	2. 00		
210	Plugger, root canal, No. 9.....	2. 00		
211	Plugger, root canal, No. 11.....	2. 00		
212	Scaler, No. 12 (regular No. 33-34).....	4. 00		
213	Scaler, Jaquette, No. 1-B.....	3. 50		
214	Scaler, Jaquette, No. 2-3.....	3. 50		
215	Scaler, McCall, No. 11a-12a.....	3. 50		
216	Scaler, McCall, No. 3-5.....	3. 50		
217	Scaler, McCall, No. 4-8.....	3. 50		
218	Scaler, regular, No. 2-3.....	3. 50		
219	Syringe, cartridge-type.....	5. 50		

Dental Instruments (Oral Surgery)

220	Chisel, dental, Moose, No. 1.....	\$4. 50		
221	Chisel, dental, Moose, No. 2.....	4. 50		
222	Chisel, dental, Moose, No. 3.....	4. 50		
223	Chisel, dental, Moose, No. 4.....	4. 50		
224	Chisel, dental, Moose, No. 5.....	4. 50		
225	Curette, No. 10, D.E.....	3. 00		
226	Curette, No. 11, D.E.....	3. 00		
227	Curette, No. 12, D.E.....	3. 00		
228	Elevator, apical, No. 301.....	5. 50		
229	Elevator, Howard, No. 1.....	5. 00		
230	Elevator, periosteal, Moose, No. 3.....	6. 00		
231	Elevator, and retractor, periosteal, Seldin No. 23.....	7. 00		
232	Elevator, root, Howard, No. 2.....	5. 00		
233	Elevator, root, Howard, No. 3.....	5. 00		
234	Elevator, root, No. 34S.....	5. 00		
235	Elevator, root, Miller, No. 73.....	5. 00		
236	Elevator, root, Miller, No. 74.....	5. 00		
237	Elevator, root, Stout A.....	5. 00		
238	Elevator, Winter, No. 11L.....	6. 00		
239	Elevator, Winter, No. 11R.....	6. 50		
240	Elevator, Winter, No. 122.....	6. 50		
241	Elevator, Winter, No. 123.....	6. 50		
242	Elevator, Winter, No. 135.....	6. 50		
243	File, bone, Moose, No. 3.....	6. 50		
244	File, bone, Moose, No. 4.....	6. 50		
245	File, bone, Moose, No. 5.....	6. 50		
246	Forceps, Mead, No. 3, lower anteriors and bicuspid.....	22. 00		

Dental Instruments—Continued (Oral Surgery)

Item no.	Item	Approximate retail price	Number required	Total cost
247	Forceps, No. 17, lower first and second molar, universal.....	\$17. 00		
248	Forceps, No. 222, lower third molar, universal.....	17. 00		
249	Forceps, No. 203, universal, lower incisor, bicuspid, and root.....	17. 00		
250	Forceps, No. 151, universal, lower incisor, and bicuspid.....	17. 00		
251	Forceps, No. 23, universal, lower molar (Hornbeak).....	17. 00		
252	Forceps, No. 65, upper anteriors, and root.....	17. 00		
253	Forceps, No. 286, upper anteriors, bicuspid and roots.....	17. 00		
254	Forceps, No. 53, upper, left, first and second molars.....	17. 00		
255	Forceps, No. 53R, upper, right, first and second molars.....	17. 00		
256	Forceps, No. 210, upper third molar.....	17. 00		
257	Forceps, No. 150, upper universal.....	17. 00		
258	Forceps, No. 1, Winter, upper anteriors.....	17. 00		
259	Knife, lancet, No. 2, Henahan.....	4. 50		
260	Mallet, oral surgery.....	3. 50		
261	Rongeurs, Blumenthal, No. 3, bone forceps, short handle, 5½ inches.....	12. 00		
262	Rongeurs, Mead, No. 1A, end cutting.....	20. 00		
263	Rongeurs, No. 4A.....	12. 00		
264	Scissors, oral surgery, curved, 5 inches, blunt.....	5. 50		
265	Scissors, oral surgery, saw tooth 6¼ inches.....	9. 50		

Laboratory Equipment (Minor)

266	Blade, dental laboratory saw.....	\$. 30		
267	Block, soldering, dental, charcoal.....	1. 50		
268	Brush, artist's, inlay, No. 3.....	. 60		
269	Brush, denture.....	1. 50		
270	Brush, wheel, 2 rows, No. 12.....	. 50		
271	Brush, wheel, 3 rows, No. 26.....	1. 50		
272	Brush, wheel, 4 rows, No. 29.....	1. 00		
273	Brush, scratch, metal.....	. 50		
274	Buff, wheel, chamois, 3 inches.....	1. 50		
275	Buff, wheel, cloth, 4 inches.....	1. 00		
276	Cone, felt, dental grinding, blunt.....	1. 00		
277	Cone, felt, dental grinding, pointed.....	1. 00		
278	Face bow, articulator, dental.....	9. 00		
279	Frame, dental laboratory saw.....	3. 50		
280	Knife, dental laboratory.....	1. 00		
281	Tweezers, Craftsman's, soldering, "L".....	. 60		
282	Tweezers, soldering, "K", locking.....	1. 00		
283	Vise, bench, clamp base.....	2. 50		

Laboratory Supplies

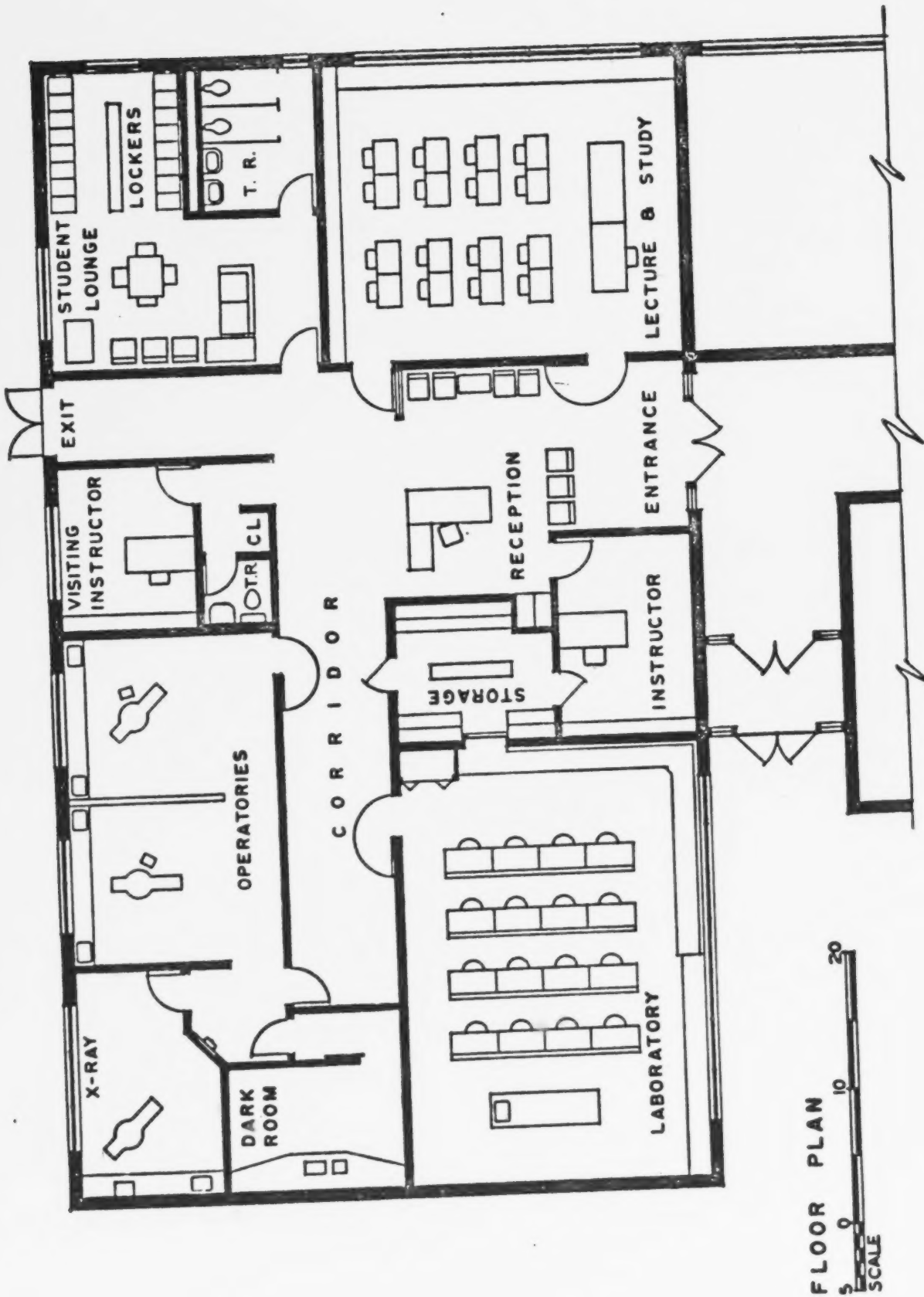
284	Abrasive paste, dental, silicon carbide, 3 oz.....	\$1. 00		
285	Asbestos strip, dental, 100 feet.....	1. 70		
286	Band, abrasive, grit No. 80, 100's.....	1. 70		
287	Baseplate, dental, lower, 12's.....	1. 00		
288	Baseplate, dental, upper, 12's.....	1. 00		
289	Buffing compound, Tripoli, ¼ lb.....	. 30		
290	Cellophane, 100's.....	. 50		
291	Clay, modeling, ½ lb.....	1. 00		
292	Flux, casting, dental, reducing, 1 oz.....	. 50		
293	Flux, soldering paste, ½ oz.....	1. 00		
294	Pumice, coarse, 1 lb.....	. 40		
295	Pumice, flour, 1 lb.....	. 50		
296	Resin, acrylic, denture base, pink, 12 units.....	15. 00		
297	Resin, acrylic, denture base, repair, self-curing.....	6. 00		
298	Resin, acrylic, denture base for rebasing dentures.....	10. 00		
299	Wax, baseplate.....	1. 00		
300	Wax, inlay.....	1. 00		
301	Wax, sticky.....	1. 00		

Miscellaneous Supplies

Item no.	Item	Approximate retail price	Number required	Total cost
302	Abrasive wheels, heatless stone, assorted, 36's.....	\$3. 00.		
303	Band, matrix, bicuspid, medium, No. 9, 12's, for use with retainer, matrix No. 9.....	1. 00		
304	Band, matrix, bicuspid, narrow, 12's.....	1. 00		
305	Band, matrix, bicuspid, wide, 12's.....	1. 00		
306	Band, matrix, molar, medium, 12's.....	1. 00		
307	Band, matrix, molar, narrow, 12's.....	1. 00		
308	Band, matrix, molar, wide, 12's.....	1. 00		
309	Band, matrix, bicuspid, medium No. 1, 12's, for use with retainer, matrix No. 1.....	1. 00		
310	Band, matrix, dental, bicuspid, narrow, 12's, for use with retainer, matrix No. 1.....	1. 00		
311	Band, matrix, dental, bicuspid, wide, 12's, for use with retainer, matrix No. 1.....	1. 00		
312	Band, matrix, dental, molar, medium, 12's, for use with retainer, matrix No. 1.....	1. 00		
313	Band, matrix, dental, molar, narrow, 12's, for use with retainer, matrix No. 1.....	1. 00		
314	Band, matrix, dental, molar, wide No. 1, 12's, for use with retainer, matrix No. 1.....	1. 00		
315	Band, matrix, universal band for use with Tofflemire adult matrix retainer, 12's.....	1. 00		
316	Band, matrix, M.O.D. narrow band for use with Tofflemire adult matrix retainer, 12's.....	1. 00		
317	Band, matrix, M.O.D. wide band for use with Tofflemire adult matrix retainer, 12's.....	1. 00		
318	Band, matrix, child's universal band No. 13, for use with Tofflemire matrix retainer, junior, 12's.....	1. 00		
319	Band, matrix, child's M.O.D. wide No. 15, for use with Tofflemire matrix retainers, junior, 12's.....	1. 00		
320	Brush, mandrel mounted, assorted, 12's.....	5. 00		
321	Cavity lining set.....	5. 00		
322	Cement, silicate with liquid, No. 20.....	5. 00		
323	Cement, silicate with liquid, No. 21.....	5. 00		
324	Cement, silicate with liquid, No. 22.....	5. 00		
325	Cement, silicate with liquid, No. 23.....	5. 00		
326	Cement, silicate with liquid, No. 24.....	5. 00		
327	Cement, silicate with liquid, No. 25.....	3. 00		
328	Cement, zinc phosphate, light yellow with liquid.....	1. 00		
329	Cleaner, handpiece, 2 oz.....	1. 00		
330	Cloth, squeeze, 100's.....	3. 00		
331	Cotton, roll $\frac{3}{8}$ x $1\frac{1}{2}$ inches, 1,000's.....	7. 50		
332	Cover, bracket table, 500's.....	5. 50		
333	Cover, headrest, 250's.....	1. 00		
334	Cup, paper, drinking, 100's.....	1. 00		
335	Cup, polishing, handpiece, rubber, set of 12.....	2. 00		
336	Disk set, paper, assorted, 525's.....	1. 50		
337	Floss, dental, 100 yards.....	. 50		
338	Grease, handpiece, $\frac{1}{2}$ oz.....	1. 00		
339	Impression compound, black, $\frac{1}{2}$ lb.....	1. 00		
340	Impression material, cakes, red.....	1. 00		
341	Impression material, compound, sticks, red, $\frac{1}{4}$ lb.....	4. 00		
342	Impression material, dental, paste.....	4. 50		
343	Impression material, hydrocolloid alginate.....			
344	Lidocaine hydrochloride with epinephrine injection, cartridges, 50's.....	5. 50		
345	Lubricant, silicate cement.....	. 50		
346	Matrix set, resin crown forms.....	9. 00		
347	Mercury, 1 lb.....	9. 00		
348	Paper, articulating.....	1. 00		
349	Points, root canal, guttapercha assorted.....	1. 50		
350	Points, root canal, paper 200's.....	3. 00		
351	Scaler, root canal.....	4. 00		
352	Silver alloy powder, amalgam, 5 oz.....	14. 00		
353	Stones, mounted for contra-angle handpiece, assorted.....	5. 00		
354	Stones, mounted for straight handpiece, assorted.....	5. 00		
355	Strip, abrasive, coarse grit, plastic 100's.....	1. 50		
356	Strip, abrasive, fine grit, plastic 100's.....	1. 50		
357	Strip, abrasive, medium grit, plastic 100's.....	1. 50		
358	Strip, lightning, 12's.....	1. 00		
359	Strip, plastic celluloid.....			

Miscellaneous Supplies—Continued

Item no.	Item	Approximate retail price	Number required	Total cost
360	Tape, flat 1/8 inch, 100 yards.....	\$1.50		
361	Wedge set, matrix, wooden.....	1.50		
362	Wheel, abrasive, impregnated rubber.....	1.00		
363	Wheel, abrasive, silicon carbide.....	1.50		
364	Wheel, rubber, Burlew, 30's.....	1.50		



APPENDIX C

REFERENCE BOOKS AND FILM FOR DENTAL ASSISTANTS

American Dental Assistants Association
Education Committee

REFERENCE BOOKS, PACKAGE LIBRARIES, AND
MOTION PICTURES FOR DENTAL ASSISTANTS

REFERENCE BOOKS

The books listed below are considered to be valuable reference sources for dental assistants. The books noted with the asterisk (*) may be borrowed from the Bureau of Library and Indexing Service of the American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, on the following basis:

1. Books may be loaned to dental assistants in the employ of members of the American Dental Association. Please request the book you wish to borrow under your employer's letterhead stationery.
2. Address your request to the Bureau of Library and Indexing Service, 211 East Chicago Avenue, Chicago Illinois 60611.
3. The loan period is two weeks after date of receipt.
4. Most books listed may be purchased from the Bureau and payment must accompany the order. (Book prices are subject to change.)
5. The book should be returned by the due date. If they are not reserved for someone else, the book may be renewed upon request.

Dental Radiography, Richard C. O'Brien, W. B. Saunders Co.,
Philadelphia, 1966, \$6.50.

Dental Roentgenology, LeRoy M. Ennis and Others, Lea and Febiger,
Philadelphia, 6th Ed., 1967, \$20.

Dental Roentgenology, Walter Neal Gallagher, D.D.S., The William-
Fredrick Press, New York, 1967, \$3.

Dental Science Laboratory Guide, (A Workbook), H. J. Benson,
and K. R. Kipp, W. C. Brown Co., Dubuque, Iowa, 1961, \$3.25.

*A Dentist's Flight Manual to Success, H. P. Jacobi, Project P Inc.,
Neenah, Wisconsin, 1967, \$18.

*The Dentist and His Assistant, Shailer Peterson and Wade Winnett,
C. V. Mosby, St. Louis, 2nd Ed., 1967, \$10.30.

In the Dentist's Office, G. Archanna Morrison, 2nd Ed., J. B.
Lippincott Co., Philadelphia, 1959, \$8.

*Dental Technician General and Dental Technician Prosthetic, Bureau
of Naval Personnel, Navy Training Course NAVPERS, 10686-B,
Superintendent of Documents, U.S. Government Printing Office,
Washington, D.C., \$2., (Out of print - obtained at libraries only)

Dentists' Tools, Carolyn Lapp, (Children's Book - 2nd Grade)
Lerner, 1961, \$2.95.

Dentistry for Children, J. C. Brauer, et al., 4th Ed., McGraw-Hill
Book Co., New York, 1959.

Dento-Facial Development and Growth, James Henderson Scott, Pergamon
Press, Inc., New York, 1967.

Diet and Disease, E. Cheraskin, W. M. Ringsdorf, Jr., & J. W. Clark,
Rodale Books, Emmaus, Pennsylvania, 1968, \$7.95.

Dorlands Illustrated Medical Dictionary, 24 Ed., W. B. Saunders
Co., Philadelphia, 1965.

Drug Therapy for Dentists, Dille, Medical & Yearbook Publishers,
\$5.92.

Effective Dental Assisting, S.P. Schwarzrock & L.H. Schwarzrock,
3rd Ed., W. C. Brown Co., Dubuque, Iowa, 1967, 19H., \$9.75.

Bridge and Inlay Manual, Ney, Ney Co., Hartford, Conn., 1964.

*A Chairside Manual of Clinical Endodontics, John Dawson & Frederick Garber, C. V. Mosby Co., St. Louis, 1967, \$10.

Chemistry Lab Manual, Routh, W. B. Saunders Co., Philadelphia, \$2.32.

Clinical Dental Hygiene, Shailer Peterson, 3rd Ed., C. V. Mosby, Co., St. Louis, 1968, \$12.

Clinical Practice of the Dental Hygienists, Wilkins and McCullough, Lea and Febiger, Philadelphia, 1964, \$14.

Communicating Through Letters & Reports, Menning & Wilkinson, Irwin, \$8.75.

Crown & Bridge Construction, J. & F. Jelenko & Co., Inc., 5th Ed., New Rochelle, New York.

Current Clinical Dental Terminology, Carl O. Boucher, C. V. Mosby Co., St. Louis, 1963.

The Dental Assistant, John C. Brauer and Richard E. Richardson, 3rd Ed., McGraw-Hill Book Co., New York, \$10.30.

The Dental Assistant & Instructor's Guide, Pauline C. Anderson, Delmar Publishing Co., Albany, New York, 1966, \$7.80 for both.

Dental Auxiliary Personnel, Robert Stinaff, C. V. Mosby Co., St. Louis, \$3.85, 1959.

The Dental Clinics of North America, James B. Bush, W. B. Saunders Co., Philadelphia, 1967.

Dental Health Education, Frances A. Stoll, 3rd Ed., Lea and Febiger, Philadelphia, 1967, \$8.00.

Dental Laboratory Technicians Manual, Department of the Air Force, 1959.

The Dental Office Business, C. Rutledge and E. Wilson, Lea and Febiger, Philadelphia, 1956, \$3.50.

*Dental Practice Administration, Robert Stinaff, 2nd Ed., C. V. Mosby Co., St. Louis, 1964, \$7.85.

Dental Practice Management, The Teamwork Approach, Dr. Stan Ehrlich and Ann Ehrlich, W. B. Saunders Co., Philadelphia, 1969.

Dental Radiology, W. Wainwright, McGraw-Hill Book Co., New York, 1965.

*Accepted Dental Remedies, American Dental Association, Council on Dental Therapeutics, Published Annually, \$3.00.

*Advances in Dental Histology, W. A. Gaunt, J. W. Osborne, & A. R. Tancate, Williams & Wilkins Co., Baltimore, 1967, \$5.75.

*American Academy of Dental Practice Administration Annual Meeting, Chicago, Illinois, February 4,5,6, 1960; Papers prepared for delivery (Detroit 1960), 62 page mimeo.

Anatomy of the Human Body, Henry Gray, Charles Gross, 27th Ed., Lea and Febiger, Philadelphia, 1959.

*Applied Dental Materials, John N. Anderson, 2nd Ed., F. A. Davis Co., Philadelphia, 1967, \$9.00.

*Applied Dental Remedies, 32nd Ed., American Dental Association, Chicago, 1966.

An Approach to Dental Prosthetics, D. C. Berry, and J. K. Wilkie, Oxford, England, 1964, \$4.75.

*An Atlas of Gold Foil and Rubber Dam Procedures, Ingraham, Rex and Koser, J.R., Harry Quint, Co-author of chapter on rubber dam techniques, Los Angeles, University of Southern California, School of Dentistry, 1961, \$17.00.

*Atlas of the Mouth, Maury Massler & Isaac Schour, 2nd Ed., American Dental Association, Chicago, 1958, \$5.00.

*An Atlas of Tooth Form, Russel C. Wheeler, W. B. Saunders, Co., Philadelphia, 1966, \$5.50.

Backache Stress and Tension; Their Cause, Prevention, & Treatment, Hans Klaus, M.D., Simon Schuster, New York, 1965, \$4.50.

Basic Facts of Medical Microbiology, Brooks, W. B. Saunders Co., Philadelphia, \$5.15.

Basic Pharmacology for Nurses, Jessie Squire, 3rd Ed., C.V. Mosby, St. Louis, 1965, \$3.85.

Between Parent and Child; New Solutions to Old Problems, Dr. Haim Ginott, The Macmillan Co., New York, 1965, \$.95.

Biology of the Mouth, Philip Person, American Association for the Advancement of Science, Washington, D.C., 1968, \$10.00.

-Manual for Effective Dental Assisting, S. P. Schwarzrock,
W. C. Brown Co., Dubuque, Iowa \$4.50.

-Workbook for Effective Dental Assisting, S.P. Schwarzrock and
James B. Bush, 2nd Ed., W. C. Brown Co., Dubuque, Iowa, \$4.50.

Elements of Anatomy & Physiology, Manners, W. B. Saunders Co.,
Philadelphia, \$3.60.

Elements of Dental Materials for Hygienists and Assistants,
R. W. Phillips and E. W. Skinner, 1st Ed., W. B. Saunders
Co., Philadelphia, 1965, \$6.18.

Emergency Medical Guide, Henderson, McGraw-Hill Book Co.,
St. Louis, \$3.04.

Empirics to a Science, (A book on the history, behavior and
manipulation of silver amalgam), 1965, S.S. White Dental
Manufacturing Co., 211 South 12th Street, Philadelphia, Free.

Essentials of Annealing Gold Foil, Morgan, Hastings & Company,
2314 Market Street, Philadelphia, Free.

*Expert Committee on Auxiliary Personnel Report, World Health
Organization, (Technical Report Series No. 163), 1959,
Geneva, \$.30.

*General Anesthesia in Dental Practice, Leonard M. Monheim, 3rd Ed.,
C. V. Mosby Co., St. Louis, 1968, \$12.75.

*Guide to Dental Materials, American Dental Association, 3rd Ed.,
1966, Chicago, \$2.50.

Handbook for Dental Assistants. Hygienists and Secretaries,
S. J. Bregstein, Prentice-Hall, Englewood Cliffs, New
Jersey, 1961, \$6.95.

*Handbook of Preventive Medicine and Public Health, Murry Grant,
Lea and Febiger, Philadelphia, 1967,

Head Anatomy, Wernet, Wernet Division, Block Drug Company, Inc.,
Jersey City, New Jersey, 1966, \$2.

Health Education Activities in Community Dental Programs,
Perry Sandell, (Journal Article), A.D.A.

Heath's Handbook of College Composition, Elsbree & Bracher -
Heath, \$5.92.

How to Test and Hire in the Professional Office, N. A. Shore,
Lippincott, Philadelphia, 1967, \$8.75.

The Human Face, Donald H. Enlow, Harper & Row, New York, 1968,
\$20.

Industrial Waxes, Henry, Bennett, Vol. I, Chemical Publishing
Co., New York, 1963.

*Insurance for the Doctor, Harvey Sarnier & Herbert C. Lassiter,
W. B. Saunders Co., Philadelphia, 1967, \$9.

Interviewing, Counseling, and Managing Dental Patients, S. J.
Bregstein, Prentice-Hall, Englewood Cliffs, New Jersey,
1957, \$7.50.

*Introduction to Dental Anatomy, James H. Scott and Norman
Symons, 5th Ed., Williams & Wilkins Co. Baltimore, 1967.

Local Anesthesia and Pain Control in Dentistry, Leonard M. Monheim,
2nd Ed., C. V. Mosby Co., St. Louis, 1961.

Malpractice Law Dissected for Quick Grasping, Charles L. Cusmano,
Lippincott Company, Philadelphia & Toronto, 1962, \$10.

A Manual of Dental Anesthesia, Harry W. Archer, 2nd Ed.,
Lea and Febiger, Philadelphia, 1958.

A Manual of Oral Surgery Techniques, Warren Schram, W. B.
Saunders, Co., Philadelphia, 1963, \$6.

Materials in Dentistry. A Discussion for the Users of Dental
Materials, R. H. Roydhouse, Year Book, 1962, Medical
Publishers, Inc., Chicago, Illinois.

Medical Etymology, O. H. Perry, Pepper, W. B. Saunders Co.
Philadelphia, 1949.

Merck Index of Chemicals & Drugs, 7th Ed., Merck & Company,
Inc., Rahway, New Jersey.

Modern Nutrition in Health and Disease, Michael G. Wohl and
Robert S. Goahart, 4th Ed., Lea and Febiger, Philadelphia,
1968, \$30.

Morphology and Anatomy of the Human Dentition, Alan H. Segal,
Yearbook Medical Publishers, Inc., 35 East Wabash Drive,
Chicago, 1963, \$5.50.

Motivating Patients for More Effective Dental Service, J. L. Blass,
Lippincott Company, Philadelphia, 1958, \$6.50.

Motivation and Personality, A. H. Maslow, Harper & Brothers,
New York, 1954.

*A New Auxiliary - The Patient Educator, (Journal Article),
Richard C. Parks, D.D.S., June 1966, Vol. 42, No. 6P.62, A.D.A.

The Office Assistant, P. Frederick and G. Towner, 2nd Ed.,
W. B. Saunders Co., Philadelphia, 1960, \$5.25.

Operative Dentistry, 4th Ed., C.V. Mosby Co., McGraw-Hill Book
Company, New York, 1956.

Operative Dentistry Procedures Integrated with the Effective
Utilization of the Chairside Dental Assistant, Jack F.
Conley, University of Southern California, School of
Dentistry, Los Angeles, 1967.

*Oral Embryology and Microscopic Anatomy, Dorothy Permer, 4th Ed.,
Lea and Febiger, Philadelphia, 1967, \$6.50.

Oral Histology & Embryology, Thomas Noyes, 8th Ed., Lea &
Febiger, Philadelphia, 1960, \$11.50.

Oral Histology and Embryology, Balint J. Orban, 6th Ed., 1962,
C. V. Mosby, St. Louis, \$11.75.

Oral Hygiene, Russell W. Bunting, D.D.S., Lea and Febiger, Phil-
adelphia, 1957, \$7.

Oral Pathology for Dental Hygienists, Kerr & Ash, Lea and
Febiger, Philadelphia, \$6.70.

Organic, Inorganic & Biological Chemistry, Routh, W. B. Saunders
Co., Philadelphia, \$5.15.

Oral Surgery: Vol. I & II, Kurt Thoma, 4th Ed., C. V. Mosby Co.,
St. Louis, 1963.

Orban's Oral Histology and Embryology, Harry Sicher, 6th Ed.,
C. V. Mosby Co., St. Louis, 1962, \$11.75.

Orthodontics for Dental Students, White, Gardiner & Leighton,
Staples Press, London, 1955.

Outline of Oral and Dental Anatomy, Jack Young, McGraw-Hill Book
Co., New York, 1964, \$6.15.

Periodontics for Dental Hygienists, Don L. Allen, Walter T.
McFall, and Grover C. Hunter, Lea and Febiger, Philadelphia,
1968.

Pharmacology for the Dental Hygienist, A. H. Kutscher and Others,
Lea and Febiger, Philadelphia, 1967, \$9.50.

Practical Nutrition, Peyton, Lippincott Co., Philadelphia, \$3.

Practical Orthodontics, G. M. Anderson, 9th Ed., C. V. Mosby
Co., St. Louis, 1960, \$18.

Practice Administration Office, M. A. Mann, Lippincott Co.,
Philadelphia, 1955, \$8.50.

Practice of Orthodontics, Salzmann, 2 Vols., Lippincott Co.,
Philadelphia, 1966, \$39.

Preparation of Study Models; Model Trimming, 1966, Dental
Assisting Department, Seattle Community College, Seattle,

Prepaid Dental Care...A Glossary, Department of Health, Education,
and Welfare, Division of Dental Health, Dental Care Economics
Section, PHS Publication No. 679, Washington, D.C., 20201,
1965, Free.

Principles of Radiation Protection: A Textbook of Health Physics,
K. Z. Morgan and J. E. Turner, John Wiley & Sons, Inc.,
New York, 1967, \$13.95.

Radiation Protection and Dentistry, Arthur H. Wuehrmann, C. V.
Mosby, St. Louis, 1960,

Reference Manual for Stenographers and Typists, R. E. Gavin and
Hutchinson, 3rd Ed., Gregg Publishing Division, McGraw-Hill
Book Co., New York, 1961, \$2.28 Text Edition.

Restorative Dental Materials, Floyd A. Peyton, et.al, 2nd Ed.,
C. V. Mosby Co., St. Louis, 1964.

Restorative Dentistry, J. Schweitzer, C. V. Mosby, St. Louis, 1947.

*Review of Dental Hygiene: Questions & Answers, Pauline F. Steele,
Lea and Fibiger, Philadelphia, 1968, \$8.00.

Review of Dentistry, M. K. Hine, 5th Ed., C. V. Mosby Co.,
St. Louis, \$12.50.

A Review of Sterilization and Disinfection, Sydney D. Rubbo,
Lloyd-Luke, London, 1965.

*Review and Test Manual for Dental Assistants, Shailer Peterson
and Wade B. Winnett, C. V. Mosby Co., St. Louis, 1967, \$4.95.

The Science of Dental Materials, Skinner and Phillips, 6th Ed.,
W. B. Saunders Co., 1967.

Science of Nutrition and Its Application in Clinical Dentistry,
Nizel, 2nd Ed., W. B. Saunders Co., Philadelphia, 1966, \$16.

*Special Session of the General Assembly on Auxiliary Personnel,
Federation Dentaire Internationale, London, 1961.

*The Story of the Federation Dentaire Internationale 1900-1962.
Federation Dentaire Internationale, London, 1967.

*Structural and Chemical Organization of Teeth: Vol. I, A. E. W.
Miles, Academic Press, New York, 1967., \$32.

Structure and Function of the Body, Catherine Parker Anthony, 2nd
Ed., C. V. Mosby Co., St. Louis, 1964, \$3.25.

Synopsis: Oral and Facial Pain and the Temporomandibular Joint.
Welden E. Bell, 1967, Medical Arts Building, Dallas, \$12.

*Tax Handbook for Medical Men, The Doctor's Tax Letter, 1962,
Chicago, \$2.50.

*Technical Correspondence: A Handbook and Reference Source for the
Technical Professional, Herman M. Weisman, John Wiley & Sons,
Inc., New York, 1968.

*Teeth, Health and Appearance, American Dental Association, 6th Ed.,
Chicago, 1966, \$3.50.

A Textbook of Anatomy and Physiology, Diana C. Kimber, Carolyn E.
Gray, 4th Ed., MacMillian Company, New York, 1966, \$8.50.

PACKAGE LIBRARIES FOR DENTAL ASSISTANTS

The Package Libraries listed below may be rented from the Bureau of Library and Indexing Service of the American Dental Association. Each Package Library contains information on one subject and is composed of clippings and reprints of that subject only. Package Libraries may be rented to dental assistants who are in the employ of members of the American Dental Association on the following basis:

1. Address your request on your employer's letterhead to the Bureau of Library and Indexing Service, American Dental Association, 211 East Chicago Avenue, Chicago, Illinois, 60611.
2. The rental fee for Package Libraries is \$3.00.
3. The rental period is two weeks from the date of receipt. Package Libraries may be renewed upon request if no one else is waiting for them. There is no additional fee for renewal.
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A listing of the Books and Package Libraries may be obtained by writing to: The American Dental Association
Bureau of Library and Indexing Service
211 East Chicago Avenue
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University of North Carolina Correspondence Manuals:

Dental Assistant Correspondence Program
School of Dentistry
University of North Carolina
Chapel Hill, North Carolina 27514

- I. Orientation in the Dental Profession and Office
- II. Secretarial Procedures
- III. Preclinical Sciences
- IV. Dental Materials and Technical Procedures
- V. Clinical Science
- VI. Laboratory and Technical Application
- VII. Clinical Application

American Dental Assistants Association's Continuing Education

Courses: 211 East Chicago Ave., Suite 1230
Chicago, Illinois 60611

1. Dental Terminology - \$1.75
2. Oral Histology - \$.50
3. Dental Assisting in Orthodontics - \$1.50
4. Laboratory Assisting in Orthodontics - \$1.50
5. Chairside Assisting - \$1.00
6. The Role of the Dental Assistant in Office
Management - \$.50
7. Community Water Fluoridation - \$.75
8. Dental Radiography - \$1.75
9. Dental Materials - \$1.25
10. The Role of the Dental Assistant in Patient Information
and Instruction on Dental Health Education - \$.75

Certification Literature: ADAA Certifying Board
211 East Chicago Ave., Suite 1230
Chicago, Illinois 60611

*A Textbook of Dental Anatomy and Physiology, Russell C. Wheeler, 4th Ed., W. B. Saunders Publishing Co., Philadelphia, 1966, \$9.00.

A Textbook for Dental Assistants, Virginia R. Park and Joseph R. Ashman, W. B. Saunders, Philadelphia, 1966, \$10.

A Textbook of Operative Dentistry, True and Inskipp McGehee, 4th Ed., McGraw-Hill Book Co., New York, 1956, \$15.

Textbook of Oral Surgery, Gustav O. Krueger, 2nd Ed., C. V. Mosby Co., St. Louis, 1964.

From Thought to Theme, Smith & Leidlich, Harcourt, Brace & World, \$4.38.

Vocabulary of Dentistry & Oral Science, George B. Denton, A.D.A., Chicago, Illinois 1958.

Words and Things, Roger Brown, The Free Press, Glencoe, Illinois, 1958, \$6.95.

Work Simplification in Dental Practice - Applied Time and Motion Studies, H. C. Kilpatrick, W. B. Saunders, Philadelphia, 1964, \$20.

Xeraysain Dentistry, Eastman Kodak Company, Rochester, New York, (No Charge).

*Your Children's Teeth: A Complete Dental Guide for Parents, Theodore Berland and Dr. Alfred E. Seyler, Meredith Press, New York, 1968, \$6.95.

Your Future as a Dental Assistant, Jane C. Frost, Richards Rosen Press, New York, 1964, \$2.95.

Your Practice Management Manual, John J. Nevin, Coe Laboratories, Illinois, 1961.

Your Teeth, John Chipping, Cottrell & Co., London, 1967.

MOTION PICTURES

The following motion pictures are among the many fine films available from the extensive collection at the Bureau of Audiovisual Service of the American Dental Association. These motion pictures, among others, are considered to be of interest to dental assistants and will aid to increase knowledge and skills in important areas of dental assisting. (A complete catalog of films is available from the Bureau of Audiovisual Service of the American Dental Association on request without charge.)

When ordering, please request the motion pictures as far in advance as possible, and request an alternate selection or alternate show date. The request should include the film title and show date or period of use.

Order motion pictures from the Bureau of Audiovisual Service, American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611. The films are rented on a two day basis. The loan period will be extended to one week at no extra charge if the extension is requested at the time of booking and confirmed by the Bureau. Payment is not required until the borrower receives the invoice from the Association.

- DH54 - "The Dental Assistant -- A Career of Service," 13:30 min., 16mm, color, sound, 1961, \$3.00 (U.S. Public Health Service).
- DT11 - "Dental Amalgam: Failure Caused by Moisture Contamination," 14 min., 16mm, sound, color, 1946, \$3.00 (National Bureau of Standards and A.D.A.).
- DT55 - "A method of Mixing Silicate Cement," 6 min., 16mm, sound, color, 1953, \$3.00 (National Bureau of Standards and ADA).
- DT36 - "Silicate Cement," 19 min., 16mm, sound, color, 1949, \$3.50 (National Bureau of Standards).
- DT228 - "Class V Gold Foil Restoration," 35 min., 16mm. sound, color, 1960, (Free loan courtesy - Morgan, Hastings, Gold Co., Inc., Gerald M. Stibbs, DMB.).

- DH42 - "Sights and Sounds Around the Dental Chair," 11 min., sound, color, 1958, \$3.00 (Texas State Dept. of Health).
- DH49 - "Operation Teamwork," 38 min., 16mm, sound, color, revised 1959, \$3.00, (Mrs. Mildred Sue Kipp and San Gabriel Valley Dental Society).
- DH46 - "Pattern of a Profession," 28:04 min., 16mm, sound, color, 1959, no charge (free loan), (ADA with grants from Church and Dwight and from the American Fund for Dental Education).
- DT231 - "The Dental Assistant: Operative," 15 min., 16mm, color, sound, 1961, \$3.00 (U.S Navy).
- DH55 - "Efficient Dental Assistance at the Chair." 21 min., 16mm, silent, color, 1960, \$3.00 (Dr. Carl Fryklof, Sweden).
- DT244 - "Pulse of Life," 27 min., 16mm, sound, color 1962, \$2.50, Prepared by Archer S. Gordon, M.D., Ph.d. (This motion picture emphasizes the importance of distinguishing between unconsciousness and cardiac arrest).
- *DH72 - "Dentistry Through the Ages of Man," 23 min., 16mm, color, sound, 1964, \$1.50 (Rocky Mountain Dental Products Co.)
- DT293 - "Hospital Dental Service -- Today and Tomorrow," 28 min., 16mm, color, sound, 1965, \$1.50 (ADA).
- DT294 - "Oral Sepsis: The Unseen Problem," 20 min., 16mm, color, sound, 1965, \$2.00 (ADA).
- DT309 - "Investment in the Future," 21 min., 16mm, color, sound, 1967, \$2.00 (ADA), (Importance of work authorization form in dentist-laboratory relations).
- *DT306 - "Instrument Transfer," 8 min., 16mm, color, sound, 1966, \$1.50 (University of Alabama).
- *DT307 - "Seating the Dental Patient and Operating Team," 10 min., 16mm, black & white, sound, 1966, \$1.50 (University of Alabama).
- *SL78 - "Four-Handed Dentistry," 2x2, color, 119 slides, accompanied by slide guide and 3 3/4 tape, 1967, \$2.50 (University of Alabama).

*DT313 - "Suction Tip Placement," 9 min., 16mm., color, sound, 1967.
\$1.50 (University of Alabama.)

*DT314 - "See Ability in Dentistry," 7 min., 16mm., color, sound,
1967, \$1.50 (University of Alabama).

* - "The Dental Assistant - A Career of Service," 13 min.,
16mm., color, sound.

"Oral Cancer in the Dental Office," 22 min., 16mm,
color, sound, (American Cancer Society).

"The Dentist in Cancer," 21 min., 16mm, color, sound,
(American Cancer Society).

Record: "Dental Terminology," LP, University of North
Carolina, \$6.00.

*These films may also be ordered from:

The American Dental Assistants Association
211 East Chicago Avenue - Suite 1230
Chicago, Illinois 60611